Dear [Manager Name],

I would like to attend the **2020 IEEE Rising Stars** conference**,** 3-5 January, in Las Vegas, Nevada, where I will advance not only my professional development, but the bottom line of [insert organization name]. I’ll also discover what industry leaders are doing to advance technology and how they are solving challenges similar to the ones our organization faces.

Rising Stars is *the* premier conference for technology students and young professionals and will provide me with opportunities to meet and learn from tech leaders and pioneers from a variety of fields. Networking is an enormous part of this event. Coming together with talent development professionals and hearing what colleagues are doing—or not doing, provides invaluable learning opportunities.

**Top 3 Benefits of Attending:**

1. **INSPIRE, ACQUIRE, AND HIRE!**Technological development happens quickly, and it’s almost impossible to keep up while finishing school or starting a career. Rising Stars brings the industry experts that are on the cutting edge of technology to inspire attendees in keynote addresses, breakout sessions, and panels. Attendees will gain both technical and professional skills in a balanced program. Dedicated times are available for speakers and attendees to engage with one another and provides the perfect opportunity to hire Rising Stars attendees!
2. **GET AHEAD OF THE CURVE**

Learn and share industry best practices with brilliant, dedicated leaders in a variety of technical fields. There have already been business deals negotiated and technical problems solved in the course of previous Rising Stars events. The quality of speakers and panelists at Rising Stars is always excellent!

1. **NETWORKING**Meet hundreds of your peers who are also passionate about developing the technologies of tomorrow. This is your chance to get up close and personal with them. You’ll walk away with a new set of contacts for collaboration and sharing best practices.

My estimated costs for attending Rising Stars 2020 are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by [early registration date], to receive the early bird rate.

Rising Stars 2020 is important to my professional development. I will bring back new ideas, best practices, and solutions that we can implement. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to improve the department and benefit [insert organization name].

Thank you for your consideration.

Sincerely,

[Your Name]